

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)
1255 Imperial Avenue, Room 750
San Diego, CA 92101
Phone: (619) 338-2799; Fax: (619) 338-2778**

MEETING MINUTES: June 11, 2015

CALL TO ORDER

The meeting was called to order at 3:35 PM.

ROLL CALL

- Present: Madeleine Baudoin, Awichu Akwanya, Keith Stevenson, Jeannine Nash
- Excused Absences: Monique Fernandez, Rebecca Huntsman, Daphyne Watson, Ann Durham, Jasmin Kirkland
- Staff: Maggie Lujan, Maggie Fenn, Juana Duenas, Nancy D'Adamo
- Guests: Nicole Murphy, Gina Jackson

ACCEPTANCE OF AGENDA

Keith Stevenson motioned to accept the Agenda. Jeannine Nash seconded the motion. The motion was carried.

MAY 8TH, 2015 MINUTES

Maggie Lujan provided an update on Event: EITC Volunteer Recognition Day, held at the County Operations Center on May 8th, 2015. No associated Minutes for this date due to lack of quorum.

Maggie Lujan reported that the event turned out well. Ron Wicks shared preliminary results of almost \$30 million with over \$10 million consisting of EITC refunds provided to working families last year. The mobile VITA site funded by the CSBG Discretionary Grant was very successful, with the program now being shared as a Best Practice in Orange County.

VACANCY REPORT

Current primary member vacancies consist of 2 in the Economically Disadvantaged Sector, 1 in the Public Sector, and 4 in the Private Sector.

A membership application has been received for Cord Bailey from San Diego Workforce Partnership. Maggie Lujan said she will contact candidate Gloria Michele from R.O.C.K Church to ask if she is still interested, since a representative from the faith community would be great to have as a CAB member.

ACTION ITEM – NOMINATION COMMITTEE SELECTIONS

Awichu Akwanya motioned to approve the nominations of the following individuals to CAB membership:

Name	Sector	Seat	Term
Gina Jackson	Private	13	1st
Nicole Murphy	Private	15	1st
Rebecca Huntsman	Private	14	2nd
Jeannine Nash	Economically Disadvantaged	10	2nd
Keith Stevenson	Economically Disadvantaged (Alternate)	16	2nd

Madeleine Baudoin seconded the motion. The motion passed unanimously.

A letter will be sent to the Clerk of the Board of Supervisors with CAB's recommendation to confirm the nominations of the above individuals.

BOARD DISCUSSION

Madeleine Baudoin asked what economically disadvantaged seats still need filled. Maggie Lujan replied that CAB seats for North and North Central are vacant. She suggested that Bayside RLA may be an option for reaching out to candidates for the North Central position.

Maggie Lujan said we could seek a more convenient location for meeting spots. Members agreed that a location in Kearny Mesa may be more central. Maggie Lujan agreed to look into options at the County Operations Center.

DIRECTOR'S UPDATE – Maggie Lujan

CAP PROGRAM

The 2016-17 CAP Plan was distributed to CAB members. Maggie Lujan described the approach to CAP Plan as a different one this year, with all of the components required by the State, and more. The Needs Assessment results are presented at the Countywide and Regional Level. All participating agencies will get a copy of the Needs Assessment at the next Contractor's meeting. Madeleine Baudoin asked if a presentation of the Needs Assessment has ever been made to various Cities as well. Maggie Lujan replied that RLA Groups have made presentations to City Councils, Hospitals, RLA Councils, and Reps from community-based organizations. Juana Duenas added that some community-based organizations did presentations on their findings. Maggie Lujan said the 2016-17 CAP Plan is now at the State of California Community Services and Development for review and approval.

Maggie Lujan reported that CAP had a site-monitoring visit from CSD. Among the places the visitors saw were the Board of Supervisors, South Bay Community Services, and Olivewood Gardens. Maggie Lujan and Juana Duenas gave a brief overview of Olivewood Gardens, a Victorian home in National City formerly owned by the Walton family, now a non-profit organic garden that provides educational opportunities for kids to learn the benefits of healthy, nutritious foods. The representatives from CSD also visited SAY San Diego, heard directly from Bayside RLA, and received stories from Home Start, CalWORKs Housing Support.

Maggie Lujan said that CAB vacancies are a finding of the CSD Monitoring Report, monthly written status reports describing efforts and progress in filling board vacancies will be required. CAP will continue to do its best to fill vacancies. Madeleine Baudoin said that CAB members will also work to help fill the vacant positions. Maggie Lujan said that CAB is not alone. It's difficult to fill vacancies for other large service areas as well.

Maggie Lujan reported that due to CalWORKs Housing Support program, 45 families were placed in permanent housing since January. Maggie would like to share personal Thank You notes from the families with CAB members. There's a mix of families among the recipients, many became homeless due to trauma, medical situations, domestic violence situations, with some amazing stories to tell. What has been discovered is that families are in need of short term intensive help, since there are such big up-front costs associated with moving. Getting permanent housing stabilizes things for them, so they can go to work, and get kids to appointments, etc.

There have been some Best Practices identified by the CalWORKs Housing Support Program provider. What has been discovered (after a staffing issue with Housing Navigator) is that clients were more successful in finding their own housing, due to higher level of motivation.

Maggie Lujan continued with another Program Update informing members of COSD commitment to Customer Service entitled H.E.A.R.T. an acronym for Helpfulness, Expertise, Attentiveness, Respect, and Timeliness. She explained that CAP will be surveying its customers, with a plan to embed a survey link into e-mails, and to look for the link soon. This will be a first foray into improving customer service.

Maggie Lujan said that a Draft of Strategic Plan for CAP will be available at the next CAB meeting. It's fully aligned with *Live Well San Diego* and tied in with the Needs Assessment.

FINANCIAL UPDATE

Maggie Lujan notified CAB members of two OTS Grant awards "Keep-Em -Safe"- a child safety seat program, and "Walk-n-Roll"- a program that addresses pedestrian and bicycle safety issues. CAP will continue efforts with RLAs who may want to do community projects, perhaps find a consultant to work with them, and engage the Planning Commission to help support "Vision Zero" – an effort to end pedestrian fatalities, especially among dangerous corridors that have been identified. "Walk-n-Roll" will also have school-based programs to educate about pedestrian and bicycle safety.

Maggie Lujan also updated CAB on CSBG discretionary program entitled "Connect2Careers" a work readiness program for 16-24 year-olds targeting socially and economically disadvantaged youth. Jeannine Nash asked how the target youth are identified. Maggie Lujan replied that there are assessments, and accessibility to employers will be a key component. Jeannine Nash asked if C2C will be available for at risk kids as well, so as to keep them from returning to gang violence. Maggie Lujan replied that yes, recent violence is the reason for focus on youth programs.

Maggie Lujan concluded the Director's Update, and notified CAB members that the 2013-2014 Single Audit Report is now available online.

CAB CHAIR'S UPDATE – Madeleine Baudoin

No update.

BOARD DISCUSSION

Madeline said that CAB members would do their best to help fill the existing vacancies. She suggested naming the communities for each vacant seat. Jeannine Nash said the information about communities is provided in the CAB Resource Binder on a map.

Juana Duenas said CAP will coordinate an Orientation for new CAB members. Maggie Lujan said an off-site meeting location will be planned for the next CAB meeting, at a provider site.

ADJOURNMENT

Jeannine Nash motioned to adjourn, Madeleine Baudoin seconded the motion. The meeting was adjourned at 4:30 p.m.

MINUTES APPROVED BY:

Signature

Date

NEXT MEETING: July 9th, 2015